

# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☒ PROPOSED

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Public and Employee Communications		POSITION NUMBER (Agency-Unit-Class-Serial) 065-150-5601-002		MCR / HCR	
DIVISION / UNIT		CLASSIFICATION TITLE Information Officer I (Specialist)			
		WORKING TITLE Information Officer I (Specialist)			
		TIME BASE / TENURE Perm/FT	CBID R01	WWG	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION 1515 S Street, 113 South, Sacramento, CA 95811		INCUMBENT VACANT		EFFECTIVE DATE TBD	
<b>CDCR'S MISSION and VISION</b>					
<p><b>Mission</b> We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>					
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>					
The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.					
<b>DIVISION OVERVIEW</b>					
<p><b>BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS</b> The Press Office oversees all media outreach and articulates the Department's position on operations, policies, employees, offenders, programs and issues. The Press Office manages crisis communications, solicits media coverage of departmental activities, serves as a liaison to the media, releases information to the public and facilitates media access to institutions, programs, employees and offenders pursuant to state law and departmental policies.</p>					
<b>GENERAL STATEMENT</b>					
Under the direction and the supervision of the Public Information Officer (PIO) II (Supervisor), the Information Officer (IO) I (Specialist) performs professional and technical tasks to assist the Press Office in informing the public of the activities, programs, operations and objectives of the department, the people in its custody and its staff. The position requires the incumbent to work effectively and cooperatively with CDCR staff as well as media representatives, external stakeholders and the general public; analyze and forecast situations and information accurately; take independent action; and make sound decisions.					
<b>% of time performing duties</b>		<b>Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.</b>			
30%		Researches, writes, and edits press releases, media advisories, talking points, reports, scripts, and other content under the direction of the Assistant Secretary, Press Secretary, Deputy Press Secretary and PIO II. The IO I also prepares and coordinates responses to reporters, and correspondence on behalf of superiors to statewide, national, international and online media representatives. Also provides writing, editing and advisory service for other department officials.			

20%	Researches, writes, executes and edits informational material for dissemination through all major means of communication including videos and other digital platforms. Develops and prepares content for department website using the WordPress platform. Also develops content for department newsletter and social media accounts.
20%	Researches, plans and coordinates with staff on media events. Oversees event logistics, develops messaging, prepares informational materials for media and serves as primary liaison between reporters at the event and event participants.
15%	Serves as a spokesperson for the department before the news media and public groups. Coordinates responses for executive staff and administrators Responds to crisis communications events working with Press Office staff and field public information officers. Also provides media training and guidance on media issues to CDCR field staff.
10%	Researches, locates, compiles and provides publically releasable offender information and photographs to news media. Also assists and coordinates with other state agencies in the review and processing of filming requests.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

#### SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

#### CONSEQUENCE OF ERROR

- Example: Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

### To be reviewed and signed by the supervisor and employee:

#### EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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#### SUPERVISOR'S STATEMENT:

- I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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